



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL ENVIRONMENTAL SATELLITE, DATA,  
AND INFORMATION SERVICES  
Washington, D.C. 20233

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MEMORANDUM FOR: Distribution

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SUBJECT: SPSRB Policy on Decision Briefs and Product Phases

This memo establishes the policy on decision briefs to the SPSRB and formally documents the change from five to three product phases. It applies to all product development efforts that fall under SPSRB oversight.

There are two decision-briefing templates that can be downloaded from the SPSRB web site at [http://projects.osd.noaa.gov/spsrb/dec\\_briefs.htm](http://projects.osd.noaa.gov/spsrb/dec_briefs.htm)

- A. ***Product / Services Development Decision Brief to the SPSRB:*** This template will be used by NESDIS personnel to present future product or service development options and recommendations based on validated user requests to the SPSRB.
- B. ***SPSRB Decision Brief on Declaring a Product/Service Operational:*** This template will be used by NESDIS personnel to recommend to the SPSRB that a new or enhanced product or service be declared operational.

The SPSRB is reducing the number of product phases associated with taking a product from development to operations. We have attached a description of the three new product development phases, along with the major tasks to be accomplished during each phase. We are still defining the process on how to accomplish some of the major tasks identified in each phase (e.g., identifying initial and final archive requirements). Additional guidance will be provided as soon as these new procedures are finalized. All future product development updates presented to the SPSRB by the Oversight Panels will utilize this new product phase concept starting no later than January 2005.

If you have any comments or suggestions on the new briefing templates or product phases, please provide them to David Benner (OSDPD) and he will ensure that they are discussed and considered during future SPSRB Process Improvement Working Group (SPIWG) meetings.



## New SPSRB Product Development Phases and Major Tasks

### MMM YY: **Development Phase Begins**

- IPT Branch Lead informed to begin product development
- Initial Archive Requirements identified
- Preliminary Design Review
- Development processing system defined
- Test case processed
- Critical Design Review
- Code is prepared for implementation
- Final Archive requirements identified
- Operational and backup processing defined

### MMM YY: **Pre-operational Phase Begins**

- OSD updates Satellite Products database
- Operational and backup processing capabilities in place
- Pre-operational product output evaluated & tested
- Code transitions to operations; all documentation is complete
- Operational and backup capabilities reach ops status
- Brief SPSRB capability is ready to operational

### MMM YY: **Operational Phase Begins**

- SPSRB declares product operational
- OSD updates Satellite Products database

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All personnel in ORA, OSDPD and ORA

cc: Data Centers Directors